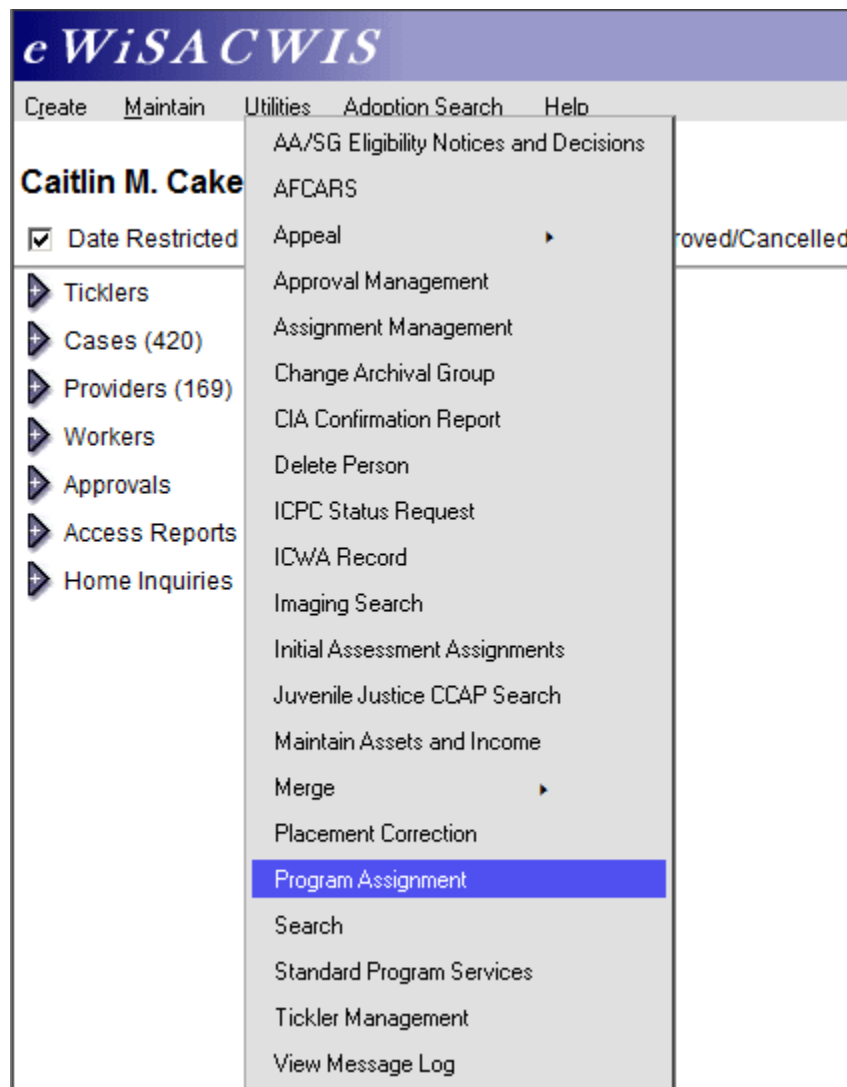


## Program Assignment

**Note:** In order to create a Program Assignment, an assignment to the case is not needed. However, additional security is needed.

**Note:** The Program Assignment page provides the ability to track a person's involvement in a program. Specifically, this functionality was developed to track Title IV-E waiver requests that are submitted to the Federal Government, but is generic enough to capture additional programs if necessary.

1. From the desktop, click on Utilities > Program Assignment. This will open the Program Assignment page.



2. On the Program Assignment page, click the [Search](#) hyperlink to launch the Person Search page.

The screenshot shows the 'Program Assignment' page of the eWiSACWIS system. The browser title is 'Program Assignment - Windows Internet Explorer'. The page has a purple header with the eWiSACWIS logo and navigation links: Print, Spell Check, Help, and a question mark icon. Below the header, there are two main sections. The first section, 'Child Information', contains fields for 'Child's Last Name', 'Child's First Name', 'Child's Person ID', and 'DOB', with a 'Search' hyperlink to the right. The second section, 'Program Assignment', is a table with columns: Program, Group, Case, Begin Date, Estimated End Date, and End Date. The table is currently empty. At the bottom of the page, there are buttons for 'Insert', 'Save', and 'Close', along with an 'Options' dropdown menu and a 'Go' button. The browser's status bar at the bottom shows 'Done', 'Trusted sites | Protected Mode: Off', and a zoom level of 100%.

3. On the Person Search page, enter the child's information in the Search Criteria and click the Search button.

The screenshot shows the 'Person Search' page of the eWiSACWIS system. The browser title is 'Person Search -- Webpage Dialog'. The page has a purple header with the eWiSACWIS logo and navigation links: Print, Spell Check, Help, and a question mark icon. Below the header, there is a 'Search Criteria' section with fields for 'Last Name' (Zoo), 'First Name' (Lee), 'Person ID', 'SSN', 'DOB' (00/00/0000), 'Gender' (dropdown), 'Street', 'City' (dropdown), and 'ZIP Code'. There is a checkbox for 'Incl. AKA', a 'Search Precision' slider (Low, Med, High), and a 'Sort By' dropdown (Alpha). A 'Search' button is located to the right of the search criteria. Below the search criteria, there is a 'Persons Returned' section. It contains a single result: a radio button, a person icon, a link 'Zoo, Lee T. (9222222)', and the text 'Macy st , Apt.#100, Ashford Female 07/06/1998 Cambodian'. At the bottom of the page, there are buttons for 'Create', 'Continue', and 'Close'.

4. Click on the radio button next to the child's name in the Persons Returned group box. Click the Continue button, to return to the Program Assignment page for the child.
5. Click on the Insert button to add a program assignment for the child.

6. For the Program Assignment row, select the Program, Group, and Case. Enter the Begin Date. If known, enter the Estimated End Date and End Date.
7. Click Save.

**Note:** The Program Assignment page prevents overlapping programs of the same value.

**Note:** Once saved, only the Estimated End Date and End Date fields can be updated. All other fields on the program assignment row are view only. Prior to Save, the Delete hyperlink is available.

Program Assignment - Windows Internet Explorer

**WiSACWIS** Print Spell Check Help

**Child Information**

Child's Last Name: Zoo Child's First Name: Lee [Search](#)

Child's Person ID: 9222222 DOB: 07/06/1998

**Program Assignment**

Program	Group	Case	Begin Date	Estimated End Date	End Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	00/00/0000	00/00/0000	00/00/0000	<a href="#">Delete</a>
PS Program State	Bayfield	9221398 - CPS Family - Or	01/01/2013	00/00/0000	00/00/0000	

Options:  [Go](#) [Insert](#) [Save](#) [Close](#)

100%

8. A list of the child's program assignments can be exported to a spreadsheet. Select Export Program Assignment List from the Options drop-down and click Go. Enter a file name at the prompt. Also, note the location where the file will be saved. Click the Continue button. Access the file from the location it was saved.

The screenshot shows the eWiSACWIS web application interface. At the top, the title bar reads "Program Assignment - Windows Internet Explorer". The application header features the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", "Help", and a "Search" button.

The "Child Information" section displays the following data:

Child's Last Name:	Zoo	Child's First Name:	Lee
Child's Person ID:	9222222	DOB:	07/06/1998

The "Program Assignment" section contains a table with the following columns: Program, Group, Case, Begin Date, Estimated End Date, and End Date. The first row is highlighted in blue. The second row shows "PS Program State", "Bayfield", "9221398 - CPS Family - Or", "01/01/2013", "00/00/0000", and "00/00/0000". A "Delete" button is located to the right of the first row.

A "Save as Excel... -- Webpage Dialog" box is open in the center, prompting the user to "Please Enter File Name:". It also states "The file will be saved in C:/eWiSACWIS/export folder" and includes "Continue" and "Close" buttons.

At the bottom, the "Options:" section shows a dropdown menu set to "Export Program Assignment List" and a "Go" button. To the right are "Insert", "Save", and "Close" buttons. The status bar at the bottom right indicates "100%" zoom.

9. When a participant is assigned to a program, the program indicator in the 'Prg' column on the Participants tab of the Maintain Case page will display with a [Y](#) hyperlink. Selecting the hyperlink will open the Program Assignment page in view-only mode. If the participant is a participant in multiple cases, the [Y](#) hyperlink will be displayed across all of the child's cases.

**Maintain Case - ID: 9222055 - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Case: 9222055**

Name:  Case Type:  Status: Open 01/31/2007

County:  Site/Region:  W-2 Region:

CARES Case #:  County Case #:  ☐ Restricted Designation: [Select Program](#)

**Participants** Address Collaterals Closing/Merge History

**Active Participants**

Name	Person Type	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg	
<a href="#">Zoo, Jim (9222217)</a>	None	<input checked="" type="checkbox"/>	Y	09/01/1960	M	Inactive value: Adjudicated Fa	N/A	N	<a href="#">DeAct</a> <a href="#">Rem</a>
<a href="#">Zoo, L (9225792)</a>	None	<input checked="" type="checkbox"/>	U	06/23/1965	M	Biological Parent	N/A	N	<a href="#">DeAct</a> <a href="#">Rem</a>
<a href="#">Zoo, Lee T. (9222222)</a>	CPS	<input checked="" type="checkbox"/>	Y	07/06/1998	F	Biological Child	N/A	<a href="#">Y</a>	<a href="#">DeAct</a> <a href="#">Rem</a>
<a href="#">Zoo, M (9222223)</a>	CPS	<input checked="" type="checkbox"/>	Y	05/04/2003	M	Biological Child	None	N	<a href="#">DeAct</a> <a href="#">Rem</a>
<a href="#">Zoo, Mary (9222216)</a>	None	<input checked="" type="checkbox"/>	Y	06/01/1963	F	Reference Person	N/A	N	<a href="#">DeAct</a> <a href="#">Rem</a>
<a href="#">Zoo, PersonB (9225975)</a>	None	<input checked="" type="checkbox"/>	U	01/01/2006	M	Biological Child	N/A	N	<a href="#">DeAct</a> <a href="#">Rem</a>
<a href="#">Zoo, Testing (9222218)</a>	CPS	<input checked="" type="checkbox"/>	Y	08/08/2001	M	Biological Child	N/A	N	<a href="#">DeAct</a> <a href="#">Rem</a>

Number of Household Members: 8 [Insert](#)

[Inactive Participants](#)

Options:  [Go](#) [Save](#) [Close](#)

100%